

Narrative Statement Supplemental Form Cultural Affairs Assistant (Grants), FSN-08

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
University Degree or equivalent in a related field is required.	
Experience:	
Minimum two years of experience in managing or writing grants and implementing projects, preferably with specific United States Government sponsored programs, is required.	
Language Proficiency:	
Level IV (Fluent) in both written and spoken English. Level III (good working knowledge) of Russian or Tajik is required.	
Knowledge:	
Knowledge of the democratic process and NGO operations in Tajikistan. Good understanding of U.S. and Tajik educational, political and cultural structures.	
Skills and Abilities:	

Excellent writing skills are required to draft documents in English, Tajik and Russian. Ability to use word processing and data base programs. Highly developed communication skills and ability to plan complex projects from beginning to end.

